



## **Rutgers Research Council Guidelines for Subvention of the Publication of Scholarly Books FY 2019-2020 Spring Cycle**

Subventions provide partial subsidies to university and other highly regarded scholarly presses for the publication of scholarly books authored by full-time faculty, given that in some cases, such presses ask authors to cover a portion of the cost of publishing a scholarly book in order to make it more affordable. This program is designed to assist with those costs.

Please note that this program assists scholarly presses with costs that they would otherwise incur in the publishing process. It does not assist authors with costs that they would normally incur: Costs to authors for manuscript preparation, such as purchase of or permission to use illustrations or other materials, preparation of tables, the expense of hiring an indexer should the author choose not to perform that task her/himself, are **not** eligible for this program. (Authors seeking help with those costs should apply instead for a regular [Research Council Grant](#).)

Only books authored by full-time Rutgers faculty members are eligible for subventions. Visiting faculty members, post-doctoral associates, research associates, and full-time administrators are not eligible for this program. Edited books and textbooks are not eligible for this program. Also ineligible are self-published books and books for which the publisher requires the author to cover the entire cost of publication.

The typical subvention amount awarded by the Research Council is \$2,500 or less. Only under exceptional circumstances can larger subventions be considered, to a maximum of \$4,000.

An application for subvention should include the following:

- A description, of one page or less, of the work for which subvention is being requested.
- A copy of a letter or other written correspondence from the Director of the Press accepting the manuscript for publication, specifying the total cost of publication, the contribution the Press intends to make towards total costs, the amount of subvention necessary, and an explanation of the reason for the need for a subvention. **The Council will not award a subvention in any instance where the cost of the subvention requested by a publisher is equal to the total cost of the publication.**
- A copy, if available, of outside reviews of the manuscript of the book in question obtained by the publisher from experts in the field.

All subventions will be made with the following condition:

1. The book will acknowledge support from the Rutgers University Research Council, and the publisher or the author will send one copy of the book to the Office of Research and Economic Development.

Please submit the application at the following link: [Subvention Application](#)  
**Completed applications are due on or before 5pm on Friday, March 29<sup>th</sup>.**  
***Late applications will not be accepted.***



Please direct any questions to Julia Zappi at [jzappi@ored.rutgers.edu](mailto:jzappi@ored.rutgers.edu)



**Research Council Grants Program**  
FY 2019-2020 Spring Cycle

**Guidelines**

Please read this document carefully before completing the application.

**Applications are due on or before 5 PM Friday, March 29, 2019.  
Late applications will not be accepted.**

**ELIGIBILITY**

Only full-time members of the Rutgers faculty at the time of application may apply. This designation includes non-tenure-track, tenure-track, and tenured faculty. The following are not eligible to apply: coadjutant appointees, teaching and research assistants, post-doctoral fellows, visiting faculty members, and full-time administrators. All awards are made on the basis of merit, although priority is given to tenure-track faculty in their first or second three-year probationary appointment who have not yet been evaluated for tenure, and to proposals from faculty who have not received an award in the past three (3) years.

**Please note: Faculty who have received a Research Council grant, excluding a subvention, in the most recent award cycle are not eligible to apply in this cycle.**

**DESCRIPTION OF THE PROGRAM**

By means of small grants, the Research Council supports studies leading to significant outside funding and publication in all fields of learning represented in the University as well as for creative work in the arts. Applicants may request funds for a variety of research needs, such as equipment and supplies, research assistance, publication subvention, research colloquia and essential travel related to research – in short, funds to cover expenses directly related to research and other creative endeavors. Requests for wages of labor must be justified fully in convincing detail.

Applicants may request a maximum of \$5,000. Award amounts may be less, depending upon the amount of funding available and number of applications recommended for funding. The average award amount in 2018-2019 was \$2,900. Requests exceeding \$5,000 will not be reviewed.

Faculty members in the biomedical sciences may apply to the Research Council **or** to the Busch program, *but not to both*, for support of a health-related research project. Since Research Council funds are in extremely short supply and must be used for all disciplines, faculty members in the biomedical sciences are **strongly encouraged** to make the Busch program their priority.

Applicants seeking subvention for publication of a scholarly book should go to the Rutgers Research Portal for [2019-2020 Guidelines for Subventions of Scholarly Publications](#).

**Research Council Grants may NOT be used to support research leading to an academic degree for the grant recipient from Rutgers or any other university.**

### OUTSIDE SUPPORT

As the Research Council's funds are limited, the faculty is encouraged to seek support from outside the University. Help with acquiring external funding can be found at <https://researchportal.rutgers.edu/find-funding>

### COMPLETING THE APPLICATION FORM

- **All applications and supporting documents must be submitted via the following link: [Research Council Application](#).**
- Faculty members seeking guidance in preparing a proposal should consult the Chair of the Research Council, Kathleen Pottick, at [pottick@ssw.rutgers.edu](mailto:pottick@ssw.rutgers.edu)
- Supply only the information requested.
- Describe how each budgetary item is directly necessary for the successful completion of the project.
- Requests to purchase equipment must be accompanied by a letter from a Chairperson or Director stating that the equipment is not already available for use.
- Research Council Grants may not be used for summer salary, salary supplement, or to pay any part of a grant recipient's salary. Grants may not be used to pay any publication fees charged by a journal. Grants may not be used for any general scholarly purpose not directly and specifically required for this project (For example, non-allowable expenses would include purchase of software that is not specific to this project; memberships in professional societies; journal subscriptions; and book purchases.) Awards may be spent

only for the specific project and activities described in the funded proposal. Any request for post-award budgetary changes must be approved in advance by the Chair of the Research Council.

- Please note that all Rutgers University policies on the use of university funds must be followed.
- When describing your project, put yourself in the position of the reviewer who is familiar with your field in general, but does not know the specifics. Explicitly state the problem, why the problem is important, and how the problem is to be solved. Give details but use no more than three (3) continuation pages to describe your work. **Do not include copies of publications or photocopies of grant applications you have submitted to federal or other funding agencies.**
- *Curriculum vitae* of two (2) pages maximum.
- Persons working in music and the visual arts may submit in support of their application tapes, photographs or other appropriate representations of their work to:  
Julia Zappi  
33 Knightsbridge Road,  
2<sup>nd</sup> Floor East, G203B  
Piscataway, NJ 08854.  
Upon request these items will be returned via campus mail after the Council has completed its work.
- A faculty member may submit only one application, and one faculty member should apply for a collaborative group.

### PLANS FOR PUBLICATION OR PRESENTATION

Research Council grants can only support projects likely to yield results that will be made available to the public. Therefore, please include a statement about your plans for publishing the results of your research and scholarship or for presenting your creative work to appropriate audiences.

### APPLICATION SUBMISSION PROCESS

**All applications and supporting documents must be submitted via the following link: [Research Council Application](#) by March 29, 2019.**

*Late applications will not be accepted.*

## AWARDS

Award notifications, **conditional upon the availability of funds**, will be e-mailed in June for activation starting September 1, 2019. All funds must be committed by May 1, 2020 and expended by June 30, 2020. As the Research Council's funds are limited, grants are highly competitive. Please note that failure to receive a grant will in no way prejudice future applications under this program. The committee regrets that it is only able to provide limited feedback on individual grant proposals that are either not funded or funded at an amount lower than requested.

## FOR MORE INFORMATION:

### [Rutgers Research Portal](#)

Professor Kathleen Pottick, Research Council Chair: [pottick@ssw.rutgers.edu](mailto:pottick@ssw.rutgers.edu)

Julia Zappi, Program Coordinator: [RCG@ored.rutgers.edu](mailto:RCG@ored.rutgers.edu)